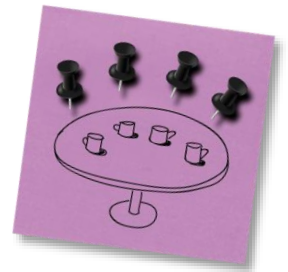


# SAMPLE MEETING MINUTES



MEETING NAME:

PURPOSE OF MEETING:

DATE:

ATTENDEES:

AGENDA ITEM	DECISION REACHED	ACTION TO BE TAKEN AND PERSON RESPONSIBLE	ACTION TO BE TAKEN BY (Date)